Record Keeping Sheet

Name: _____
Date:_____Time:_____
Teacher: _____
Grade: 1 2 3 4 5
Referring Staff: _____

Location

☐ Playground ☐ Other Instruction
☐ Cafeteria ☐ Bathroom
☐ Classroom ☐ Arrival/Dismissal
☐ Other Instructional Area_____ ☐ Other_____

Minor Problem Behavior	**Teacher Decision**
☐ Defiance/ Non-Compliance ☐ Disrespect ☐ Disruption ☐ Dress Code Violation ☐ Inappropriate Language ☐ Lying/ Cheating ☐ Physical Contact ☐ Property Misuse ☐ Other _____	☐ Re-taught ☐ Re-Directed ☐ Parent Contact_____ ☐ Teacher Detention ☐ Change of Seat ☐ Time Out ☐ Loss of Privilege_____

Major Problem Behavior	**Administrative Decision**
☐ Defiance/ Non-Compliance ☐ Disrespect ☐ Disruption ☐ Forgery/ Theft ☐ Harassment/ Bullying ☐ Inappropriate Language ☐ Physical Contact ☐ Property Misuse ☐ Weapons ☐ Other_____	☐ Loss of privilege_____ ☐ Time in Office ☐ Conference with student ☐ Parent Contact ☐ Individualized Instruction ☐ Detention ☐ In-School Suspension ☐ Out of School Suspension

Possible Motivation

☐ Obtain Peer Attention	☐ Avoid Adult
☐ Obtain Adult Attention	☐ Avoid Task or Activity
☐ Obtain Items/Activities	☐ Don't Know
☐ Avoid Peer(s)	☐ Other_____

Others involved in incident: ☐ None ☐ Peers ☐ Staff ☐ Teacher ☐ Substitute ☐ Unknown ☐ Other _____

Other Comments:_____

All Minors are filed with classroom teacher. Three Minors equal a major.
All majors require administrator consequence and parent contact.